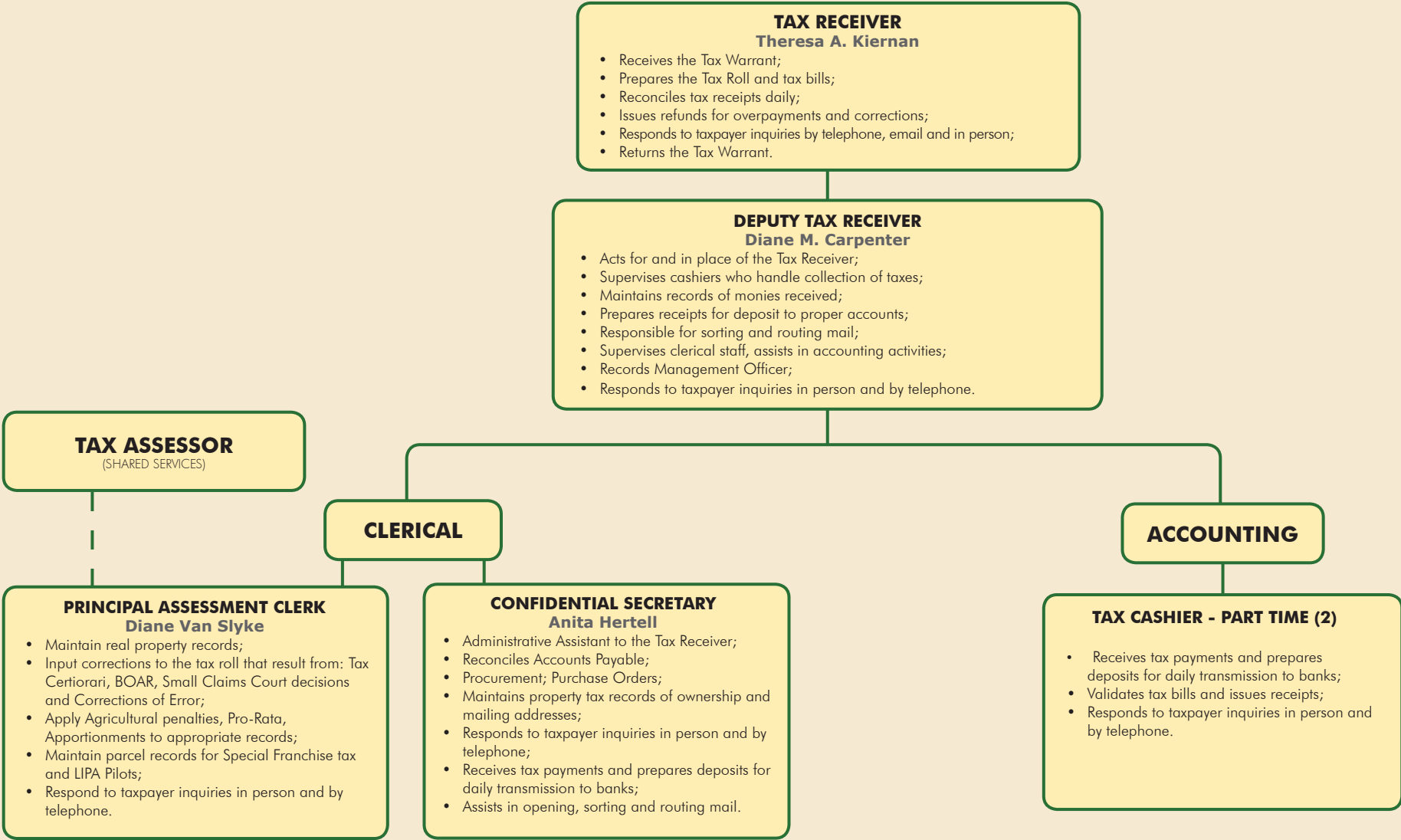


# TAX RECEIVER

## 2015 ORGANIZATIONAL CHART



# Department Summary

Department: Tax Receiver

Budget Year: 2015  
Division: Tax Receiver  
Tax District: Full Town

Cost Center #: 1330  
Manager: Theresa Kiernan

NOTES:

Departmental Mission & Responsibilities:

It is the duty of the Receiver of Taxes to safely keep the tax and assessment roll and warrant delivered to the Town by the County Legislature until its return to the County Treasurer as herein provided; and to collect taxes and assessments levied in the Town thereon, and upon any warrants for that purpose to direct and deliver and to perform all other duties imposed by law to that end.

Workload:

The Tax Receiver's Office is responsible for receiving the Tax Warrant for the tax levies of the Town, School, County and special assessment districts and the formatting, mailing and collection of over 50,000 property tax bills in the Town of Southampton. Statistics show that 65% of our property owners pay their taxes directly, while 35% pay through their mortgage companies. During the months when property tax bills are collected, additional staff support is necessary to process tax payments in a timely manner. The Tax Receiver's Office handles various types of inquiries from constituents about property tax bills and assessments. In addition, the office processes assessment/tax bill corrections that result from a successful grievance by the property owner. There were 881 corrections processed for the 2013-14 tax year. The Tax Receiver acts as the fiduciary officer for the Hampton Bays Water District and is responsible for monthly revenue remittances to the Supervisor and bank reconciliation.

Goals & Objectives:

- 1. Automate the tax bill printing process rather than having the Tax Receiver manually print all bills.
- 2. Enable online payments of water bills through the Town website.
- 3. Eliminate the production of second half reminder letters and change to postcards in order to reduce printing and postage costs.

Legal Authority:

Office of Receiver of Taxes established by Suffolk County Tax Act Chapter 311 of the Laws of 1920.

Town of Southampton

2015 Tentative Budget

Tax Receiver - 1330

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/ 2014 Amended Difference	2015 Tentative/ 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/ 2015 Tentative Difference	2016 Tentative/ 2015 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	423,551	427,931	390,528	391,338	391,338	406,287	412,231	20,892	5.34%	410,900	419,661	7,430	1.80%
	Total Real Property Taxes	423,551	427,931	390,528	391,338	391,338	406,287	412,231	20,892	5.34%	410,900	419,661	7,430	1.80%
	Total Revenue	423,551	427,931	390,528	391,338	391,338	406,287	412,231	20,892	5.34%	410,900	419,661	7,430	1.80%
Salaries:														
6100	Salaries	271,240	270,751	250,144	250,144	165,511	253,759	258,171	(8,027)	(3.21%)	257,452	264,120	(5,950)	(2.30%)
6103	Accumulated Sick/Personal Days	2,405	3,206	2,460	3,270	3,270	1,100	1,100	2,170	66.36%	1,100	1,100	0	0.00%
6105	Part Time Salaries	5,556	7,896	7,500	7,500	5,958	7,500	7,500	0	0.00%	7,500	7,500	0	0.00%
	Total Salaries	279,201	281,853	260,104	260,914	174,739	262,359	266,771	(5,857)	(2.24%)	266,052	272,720	(5,950)	(2.23%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	36,695	63,254	32,586	36,851	25,786	42,493	43,255	(6,404)	(17.38%)	43,103	44,236	(982)	(2.27%)
6830	FICA Tax Expenditure	21,359	21,081	19,898	19,898	18,409	20,070	20,408	(510)	(2.56%)	20,353	20,863	(455)	(2.23%)
6835	MTA Tax	949	937	884	884	818	892	907	(23)	(2.56%)	905	927	(20)	(2.23%)
6840	Worker's Compensation	889	889	1,394	1,394	760	1,155	1,173	222	15.91%	1,170	1,196	(24)	(2.03%)
6860	Medical Insurance - Active Employees	54,227	52,624	47,248	47,248	29,747	50,904	50,904	(3,656)	(7.74%)	50,904	50,904	0	0.00%
6865	Dental & Optical	5,197	4,521	4,555	4,555	2,792	4,555	4,555	0	0.00%	4,555	4,555	0	0.00%
6875	Disability	173	186	158	158	(30)	158	158	0	0.00%	158	158	0	0.00%
	Total Employee Benefits - Current	119,490	143,492	106,724	110,989	78,281	120,228	121,360	(10,371)	(9.34%)	121,148	122,841	(1,481)	(1.22%)
	Total Employee Costs	398,691	425,345	366,828	371,903	253,020	382,587	388,131	(16,227)	(4.36%)	387,200	395,561	(7,430)	(1.91%)

Town of Southampton  
2015 Tentative Budget  
Tax Receiver - 1330

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/ 2014 Amended Difference	2015 Tentative/ 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/ 2015 Tentative Difference	2016 Tentative/ 2015 Tentative % of Change
	Contractual:													
6401	Contracts	10,000	5,168	10,000	10,000	0	10,000	10,000	0	0.00%	10,000	10,000	0	0.00%
6411	Printing and Stationery	11,000	11,000	11,000	11,000	0	11,000	11,000	0	0.00%	11,000	11,000	0	0.00%
6421	Legal Notices	500	218	300	300	215	300	300	0	0.00%	300	300	0	0.00%
6425	Office Supplies	1,960	1,248	1,000	1,000	281	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6477	Copier Leases	1,400	1,782	1,400	1,400	1,196	1,400	1,800	(400)	(28.57%)	1,400	1,800	0	0.00%
	Total Contractual	24,860	19,416	23,700	23,700	1,693	23,700	24,100	(400)	(1.69%)	23,700	24,100	0	0.00%
	Total Expenditures	423,551	444,761	390,528	395,603	254,713	406,287	412,231	(16,627)	(4.20%)	410,900	419,661	(7,430)	(1.80%)
	Net Surplus (Deficit)	0	(16,830)	0	(4,265)	136,626	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	4,265	0	0	0			0	0		